

Report Date: 16 Apr 2015

**Summary Report for Individual Task
805K-79R-8104
Manage Unit Investigations
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Your battalion has identified or has been identified to conduct an investigation IAW Army Regulation 15-6 and/or USAREC Pamphlet 27-65. The prescribing authority will develop or has provided directives under which the investigation will be conducted and a suspense by which the investigation will be completed. You have access to all required publications, reports and materials pertinent to the investigation, and the Brigade Judge Advocates (BJA) or legal advisors consultation. Investigating Officer (IO) has received formal training. This task should not be trained in MOPP 4.

Standard: Conduct administrative requirements for investigative process while also providing the IO the guidance to conduct a thorough, impartial investigation, which determines the facts of the case, and provides the appointing authority with findings and recommendations that properly apply governing standards, regulations, and laws.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Initiate Investigation.
 - a. Initiate log.
 - b. Designate directives as dictated by Appointing Authority.
 - c. Appoint Investigating Officer (IO).
 - (1) Provide suspense.
 - (2) Develop/provide scope of investigation.
 - (3) Provide guidance to conduct investigation.
 - (4) Provide guidance on Report of Investigation (ROI).
 - (5) Provide enclosures as required.
 - d. Suspend favorable personnel actions (FLAG) for personnel investigated, evaluate and determine if additional actions are required.
2. Provide guidance to IO, as required, throughout investigative process.
3. Receive and review ROI.
 - a. Provide feedback/corrective actions, as needed, to IO.
 - b. Develop battalion endorsement.
4. Submit ROI and BN endorsement for legal review.
 - a. Update log accordingly.
 - b. Provide feedback as required.
5. Receive closure of investigation.
 - a. Close investigation IAW Appointment Authority.
 - b. Implement/conduct Appointment Authority corrective/follow-up measures.
 - c. Inform/provide designated official with corrective/follow-up measures.
 - d. As required, remove suspension of favorable personnel actions (FLAG).
 - e. Maintain and file completed investigation.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to

do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Initiated Investigation.			
a. Initiated log.			
b. Designated directives as dictated by Appointing Authority (AA).			
c. Appointed Investigating Officer (IO).			
(1) Provided suspense.			
(2) Developed/provided scope of investigation.			
(3) Provided guidance to conduct investigation.			
(4) Provided guidance on Report of Investigation (ROI).			
(5) Provided enclosures as required.			
d. Suspended favorable personnel actions (FLAG) for personnel investigated, evaluated and determined if additional actions were required.			
2. Provided guidance to IO, as required, throughout investigative process.			
3. Received and reviewed ROI.			
a. Provided feedback/corrective actions, as needed, to IO.			
b. Developed battalion endorsement.			
4. Submitted ROI and BN endorsement for legal review.			
a. Updated log accordingly.			
b. Provided feedback as required.			
5. Received closure of investigation.			
a. Closed investigation IAW Appointment Authority.			
b. Implemented/conducted Appointment Authority corrective/follow-up measures.			
c. Informed/provided designated official with corrective/follow-up measures.			
d. As required, removed suspension of favorable personnel actions (FLAG).			
e. Maintained and filed completed investigation.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 15-6	PROCEDURES FOR INVESTIGATING OFFICERS AND BOARDS OF OFFICERS	Yes	Yes
	USAREC PAM 27-65	Procedural Guide for the United States Army Recruiting Command Investigating officer	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be

completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None